

**BY ORDER OF THE COMMANDER
944TH FIGHTER WING**

944 FIGHTER WING INSTRUCTION 10-2501

14 JULY 2015



Operations

**EMERGENCY MANAGEMENT PLANNING
AND OPERATIONS**

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, AFPD 10-25, *Emergency Management (EM)* and Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management Program Planning and Operations*. It provides guidance on how unit commanders manage their unit EM program in support of the 944th Fighter Wing EM program. It applies to all personnel assigned and attached to the 944th Fighter Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Changes include the addition of the Personnel Protective Actions Guide, Shelter-in-Place (SIP) plan, and Active Shooter Concept of Operations (CONOPS) requirements, as well as an increased frequency for EM forum briefings and unit Staff Assistance Visits (SAV), and the required use of SharePoint for unit program folders.

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1. Emergency Management Program:

1.1. **Purpose.** The purpose of the EM program is to support the 56th Fighter Wing (56 FW) to ensure Luke Air Force Base (AFB) can effectively return to normal operations following a major accident, natural disaster, or terrorist use of weapons of mass destruction (WMD). *56 FW Installation Emergency Management Plan (IEMP) 10-2*, is the driving document for installation response to major accidents, natural disasters, and terrorist use of Chemical, Biological, Radiological, and Nuclear (CBRN) weapons systems.

1.2. **Organization.** The EM program is organized in accordance with (IAW) AFI 10-2501, *Air Force EM Program Planning and Operations* and relating supplements. The principle elements of the program are as follows:

1.2.1. The 944th Civil Engineer Squadron, Readiness and Emergency Management Flight (944 CES/CEX) manages the 944th Fighter Wing (944 FW) EM program for the 944th Fighter Wing Commander (944 FW/CC).

1.2.2. The Luke AFB Disaster Response Force (DRF) consists of the Installation Command Center (ICC), Crisis Action Team (CAT), Emergency Operations Center (EOC), Unit Control Centers (UCC), Emergency Communications Center (ECC), and specialized teams.

1.2.2.1. The 944 FW DRF consists of the 944 Wing Control Center (WCC), and 944 UCCs as well as Wing representatives assigned to the ICC, CAT, and EOC.

1.2.3. All units assigned or attached to 944 FW give functional support to the 944FW and Luke AFB installation's EM program, to include unit planning, training, and operations.

1.3. **Wing Commander Responsibilities.** The Wing commander and agency chiefs will support this program. Commander's responsibilities include:

1.3.1. The 944 FW/CC will receive an EM briefing from 56th Civil Engineer Squadron Readiness and Emergency Management Flight (56 CES/CEX) within 60 days of arrival to the Wing, and ensure 944 CES/CEX maintains documentation provided by 56 CES/CEX.

1.3.2. Appoint 944 EM representatives (minimum primary and alternate) to manage and coordinate 944 FW aspects of the EM program. The primary EM representative will be the 944 CES/CEX Air Reserve Technician (ART). In the event of a vacancy, one EM representative must be a full time employee. Appointment must be in writing using the yearly EM report (see [paragraph 1.3.4](#))

1.3.3. Ensure 944 FW and Unit EM representatives maintain the unit program IAW AFI 10-2501, the Air Force Reserve Command (AFRC) supplement, LUKEAFBI 10-2501, *Emergency Management Planning and Operations* and this instruction.

1.3.4. Submit a yearly EM report to 56 CES/CEX; the report shall be used to assign Wing personnel to EM duties, assign EOC duties, assign WCC duties, document location of the WCC, document EM self-inspections, and track observations or findings with corrective actions and estimated completion date(s). One report per year is due by the 15th calendar day of the quarter (15 January, 15 April, 15 July, or 15 October).

1.3.5. Assign EM duties IAW the criteria contained in AFI 10-2501, 56 FW IEMP 10-2, LUKEAFBI 10-2501, and this instruction.

1.3.6. Keep up to date on EM issues, to include training statistics, through bi-annual EM Forum briefings from 944 CES/CEX.

1.3.7. Ensure EM representatives conduct semi-annual EM self-inspections using the EM Staff Assistance Visit (SAV) checklist provided by 56 CES/CEX as well as any prescribed Management Internal Control Toolset (MICT) checklists. Document the self-inspection using the yearly EM report and upload results into EM program folder (see [paragraph 1.3.4](#)).

1.3.8. Ensure EM representatives participate as required in an EM SAV conducted by 56 CES/CEX, IAW LAFI 10-2501.

1.3.8.1. Ensure EM representatives participate in quarterly EM Program Training/Trend Analysis. These sessions are held on the week of the 15th of the second month of each quarter (i.e., 15 March, 15 June, 15 September, and 15 December)

1.4. Unit Commander Responsibilities. Unit commanders and agency chiefs will support this program. Commander's responsibilities include:

1.4.1. Unit commanders will receive an EM briefing from 944 CES/CEX within 60 days of arrival to unit, and ensure unit EM representative maintains documentation of completion.

1.4.2. Appoint unit EM representatives (minimum, primary and alternate) to manage and coordinate unit aspects of the EM program. One EM representative must be a full time employee and appointment can be for no less than two years. Appointment must be in writing using the 944FW Form 10 Unit Emergency Management Quarterly Report Form (see paragraph 1.4.4.)

1.4.3. Ensure unit EM representatives maintain the unit program IAW AFI 10-2501, the AFRC supplement, and this instruction.

1.4.4. Ensure unit EM representatives submit a quarterly EM report to 944 CES/CEX using 944FW10, *Unit Emergency Management Quarterly Report*; the report shall be used to assign unit personnel to EM duties, assign UCC duties, document location of UCC(s), Shelter-in-Place (SIP) locations, assign unit schedulers, track training completion, and track SAV observations or findings with corrective actions and estimated completion date(s). Reports are due by close of business (COB) the Sunday of the Unit Training Assembly (UTA), the last month of the quarter (March, June, September, December).

1.4.5. Assign EM duties IAW the criteria contained in AFI 10-2501 and this instruction.

1.4.6. Keep up to date on EM issues, to include training statistics, through quarterly briefings from assigned unit EM representatives.

1.4.7. Ensure EM representatives conduct semi-annual EM self-inspections using the EM SAV checklist provided by 944 CES/CEX and all prescribed MICT checklists. Self-inspections will be completed no later than (NLT) one UTA prior to the scheduled annual SAV and according to the 944 FW MICT inspection schedule. Document the self-inspection using 944 FW Form 10 (see [paragraph 1.4.4](#)).

1.4.8. Ensure EM representatives participate in an annual EM SAV conducted by 944 CES/CEX IAW AFI 10-2501_AFRC supplement.

1.4.8.1. A written response to any SAV findings will be turned in to the 944 CES/CEX office NLT two UTAs after the completion of the SAV. The response should include actions intended to correct any findings along with an estimated date of completion.

2. Unit Programs:

2.1. **Purpose.** This chapter addresses the responsibilities of the unit EM representatives and management of the unit EM program. Unit EM representatives are the link between the unit commander and 944 CES/CEX.

2.2. **Policy.** Units on or assigned to 944 FW will appoint EM representatives in writing. These individuals will be Senior Airman or above and must have retainability of at least two years. These individuals must be knowledgeable about all aspects of the unit's respective mission. At least one EM representative per unit will be a full time employee.

2.3. General Responsibilities of Unit EM Representatives.

2.3.1. Represent the commander in matters involving EM and readiness issues and brief him/her at least quarterly on the status of the unit program. Some of the issues to be briefed are as follows.

2.3.1.1. Status of unit CBRN Defense Awareness and Survival Skills training.

2.3.1.2. Status of unit Hazardous Materials (HAZMAT) Awareness training for required personnel.

2.3.1.3. Status of unit Task Qualification Training (TQT).

2.3.1.4. Status of unit EM specialized teams, team members, and required equipment.

- 2.3.1.5. Status of unit shelter-in-place program and applicable supplies.
- 2.3.1.6. Status of follow up actions to correct identified deficiencies noted during self-inspection and SAV.
- 2.3.2. Complete 944FW10, *Unit Emergency Management Quarterly Report* and return to 944 CES/CEX NLT the last month of each quarter (March, June, September, December).
 - 2.3.2.1. Briefing the quarterly report can be counted as the quarterly briefing but will be at the discretion of the unit Commander.
- 2.3.3. EM representatives are the focal point for the unit's EM SAV. The objective of the SAV program is to identify deficiencies within the unit program and provide assistance to resolve problems.
- 2.3.4. EM representatives will review the following plans and directives annually or upon changes/revisions.
 - 2.3.4.1. AFI 10-2501_AFRC supplement.
 - 2.3.4.2. IEMP 10-2 and this instruction.
 - 2.3.4.3. EM program pamphlets and newsletters (distributed by 944 CES/CEX).
 - 2.3.4.4. Local publications, to include the following: Unit EM Rep Guide, Personnel Protective Actions Guide, Active Shooter Concept of Operations (CONOPS).
- 2.3.5. At least one unit EM rep, either primary or alternate, must attend the quarterly EM representative meeting held by 944 CES/CEX.
 - 2.3.5.1. All EM representatives must attend at least one meeting per year to maintain training currency.

2.4. Administrative Files and Publications.

- 2.4.1. Unit EM representatives will maintain an electronic program folder on the 944 CEX SharePoint site IAW Attachment 2.
- 2.4.2. All units must maintain a copy of the 56 FW Active Shooter CONOPS.
- 2.4.3. A Personnel Protective Actions Guide, including the SIP guide must be maintained for each building. Unit EM representatives and building custodians will work together to create and maintain this guide.
- 2.4.4. Unit EM representatives will operate according to the 944FW Emergency Management Representative Guide, published by 944 CES/CEX.

2.5. Unit Implementing Checklists. All assigned Luke AFB units will develop and maintain current checklists to support unit taskings in 56 FW IEMP 10-2. EM representatives will ensure 944 CES/CEX reviews these checklists prior to publication and ensures said checklists are reviewed annually and upon changes in unit taskings or source documents. EM representatives shall document review dates and forward copies of documentation to 944 CES/CEX.

2.6. Unit Information Program. The purpose of a unit information program is to ensure all unit personnel receive current EM information. Unit EM representatives will do the following:

2.6.1. Ensure incoming personnel are scheduled with 944 CES/CEX to receive Base Emergency Preparedness Orientation (BEPO) within two UTAs of assignment.

2.6.2. For unit EM refresher training email the quarterly newsletter provided by 944 CES/CEX to all unit personnel, save sent email for documentation, and post a printed copy in work and rest areas.

2.6.3. Properly fill out 944FWVA 10-2503 with names and contact information for primary and alternate unit EM representatives.

2.6.4. Post all applicable EM visual aids in all work and rest areas, including 944FWVA 10-2503, AFVA 10-2510, AFVA 10-2511, and AFVA 10-2512, most recent EM Newsletter, and the shelter in place location. Units with multiple buildings assigned to the unit must post all applicable visual aids in each facility.

2.6.5. Address the following topics annually with their unit using briefings or read files.

2.6.5.1. Individual actions to take in response to enemy/terrorist attacks, natural disasters, or major accidents, to include response to HAZMAT incidents and Shelter-in-Place.

2.6.6. Document all training conducted (e.g., topic, date, and names of personnel trained).

2.7. Shelter In-Place Program. Units must designate a location within each building for shelter in-place operations in order to allow for expedient sheltering when directed. Shelter-in-place is designed for expedient sheltering for a short period of time, not for extended operations such as during a natural disaster or nuclear incident.

2.7.1. The room used for sheltering in-place must be an interior room with no exterior walls or windows when at all possible.

2.7.2. The unit must clearly post the shelter in-place location on the unit bulletin board and must place a sign designating the room as the shelter in-place location. Directional signs must be placed throughout the building based on building size.

2.7.3. A shelter in place kit must be maintained inside the shelter in-place room with the following items at minimum:

2.7.3.1. Items to secure the room such as duct tape, plastic sheeting, and towels.

2.7.3.2. Emergency lighting and communications equipment such as flashlights, radios and extra batteries, and a local area network (LAN) enabled computer.

2.7.3.3. Unit specific checklists for shelter in-place procedures including procedures for shutting down the building heating, ventilation, and air conditioning (HVAC) system.

2.7.4. All unit operations including UCC operations if applicable will need to be directed from this room including the ability to communicate with the WCC and other unit buildings; location choice and equipment needs should be based on these factors as well.

2.8. Unit Control Center (UCC). Units must establish and properly equip a UCC. Unit control centers support contingency operations and are responsible for dispatching and controlling unit resources and personnel during contingency operations. Each unit must have

a primary and alternate UCC location identified as well as the capability to work from either location. Units/agencies may be included in another unit/agency UCC if properly coordinated and logistically feasible. Any UCC consolidation must be coordinated with and approved by 944 CES/CEX; this will ensure cohesion into the 944 FW EM Program and installation emergency response command and control tools.

2.8.1. UCCs will maintain a binder with the following:

2.8.1.1. Training documentation for all members appointed to the UCC. All UCC members should meet the training requirements IAW AFI 10-2501 upon assignment and MUST meet these requirements prior to working in the UCC.

2.8.1.2. Squadron, key personnel, EOC, and specialized team recall rosters. EOC and specialized team rosters will be separate from other recall rosters, or they must be clearly identifiable.

2.8.1.3. Listing of unit facilities, with primary and alternate facility manager contact information.

2.8.1.4. Unit specific checklists in support of 944 WCC operations according to **Table 1** at a minimum. Any additional unit specific checklists for unit exercise use should be kept separate to avoid confusion and will be the responsibility of the unit.

2.8.1.5. Shelter-in-Place plan for each facility that the unit occupies.

2.8.1.6. 56 FW Active Shooter CONOPS

2.8.1.7. 56 FW IEMP 10-2

2.8.1.8. Events log

Table 1. UCC Checklist.

| |
|--|
| UCC Activation/Deactivation |
| UCC Shift Change |
| Response Operations |
| Recovery Operations |
| Shelter In-Place Procedures/Evacuation |
| Natural Disasters |
| Terrorist Use of CBRNE |
| Suspicious Package/IED |
| Active Shooter |
| FPCON Alpha |
| FPCON Bravo |
| FPCON Charlie |
| FPCON Delta |
| Alarm Green (Pre Attack) Actions |
| Alarm Yellow (Pre Attack) Actions |
| Alarm Black (Post Attack) Actions |
| Map Reading |

2.8.2. Both primary and alternate UCC locations must also maintain the following items:

2.8.2.1. Current base Military Grid Reference System (MGRS) map(s) with 300', 2000' and 4000' cordon templates/overlays. Unit EM reps must request maps and overlays from 944 CES/CEX. MGRS maps are a controlled item and must be destroyed when newer versions become available or they are no longer necessary.

2.8.2.2. Emergency lighting (e.g., flashlights).

2.8.2.3. Communication capabilities necessary to maintain tasked mission requirements (radios, telephones, etc.).

2.8.2.4. Computer with NIPR net access, LAN, internet, email, and WebEOC access as required. Print capability is highly recommended.

2.8.2.5. Administrative supplies as needed.

2.8.3. All UCCs will use a paper based Events Log to record unit actions within the 944 FW.

2.9. Emergency Management Working Group (EMWG).

2.9.1. Composition. The EMWG is chaired by the 56 MSG/CC. The chair will determine required attendance prior to all EMWG based on agenda and may include civilian off-base agencies.

2.9.1.1. The 944 FW will send a representative to all EMWG meetings. This representative will be from 944 CES/CEX.

2.10. Emergency Management Forum.

2.10.1. 944 CES/CEX will establish an EM forum to review and address reserve wing issues to present to either the host EMWG, the NAF or HQ AFRC.

2.10.1.1. The EM forum will meet quarterly. Agenda items include issues and goals for training, exercising, evaluating, equipping readiness response elements, and SAV and/or Readiness Assistance visit (RAV) trends.

2.10.1.2. The forum is composed of the chairman (944 FW/CC or designated alternate), all group commanders, wing plans function, 944 CES/CEX leadership, and 944FW/IGI. Meeting minutes are recorded, distributed and 944 CES/CEX maintains a copy.

3. Training:

3.1. **Purpose.** This chapter establishes local training requirements for EM training as listed in AFI 10-2501, Chapter 6.

3.2. Policy.

3.2.1. Unit commanders and agency chiefs are responsible for ensuring their personnel attend required training IAW AFI 10-2501, other responsibilities include, but are not limited to, the following:

3.2.2. Only the 944 EM Flight, EM Representatives, unit schedulers, and commanders may schedule, cancel, or change requests for training (as designated on the unit's quarterly EM report, see paragraph 3.3.1.).

3.2.3. All EM related training will be scheduled through Automated Civil Engineer System (ACES) Unit Scheduler.

3.2.3.1. New Unit Scheduler accounts will be obtained through 944 CES/CEX, after personnel have been appointed on the unit EM quarterly report and trained by 944 CES/CEX.

3.2.4. In order for personnel to receive credit for CBRN Defense Survival Skills Training they must present all necessary certificates during class in order for them to be stamped and signed. Only then will personnel receive credit for CBRN Defense Survival Skills Training.

3.2.5. Students arriving late to class will not be permitted to attend and will count as a no-show.

3.2.6. Units are responsible for scheduling, tracking, and documenting all EM program related training for their personnel assigned to positions in support of the Disaster Response Force, to include credit for refresher training completed via exercise or real-world accident/incident participation.

3.3. Scheduling Procedures.

3.3.1. Unit Schedulers. Units will appoint a unit scheduler to track and schedule personnel for training. The unit scheduler should be part of the unit's training section, the unit deployment manager, or the unit EM representative.

3.3.2. An annual training schedule will be provided by 944 CES/CEX. Schedulers will determine and schedule those personnel who need training. Units will manage and utilize assigned quotas. 944 CES/CEX works closely with units to ensure unit EM training needs are met and establishes training schedules to minimize productivity loss. Schedulers can verify attendance with the signed CBRN Awareness certificate and by checking ACES Unit Scheduler.

3.3.2.1. Survival Skills classes are offered weekly by 56 CES/CEX and individuals shall be scheduled to attend these classes when at all possible. Equipment is provided by active duty for these classes.

3.3.2.1.1. Unit schedulers will contact 944 CES/CEX in order to schedule personnel into the active duty Survival Skills course.

3.3.3. A minimum of 10 personnel must be scheduled for a Survival Skills class in order for the class to be held by 944 CES/CEX. If a scheduled class does not meet the minimum requirement, any personnel scheduled for the class may be rescheduled at the discretion of CES/CEX.

4. Equipment:

4.1. **Purpose.** This chapter establishes local procedures and identifies responsibilities for management of chemical-biological warfare defense and specialized disaster preparedness team equipment.

4.2. **Training Chemical, Biological, Radiological, and Nuclear Defense Equipment (CBRN-DE).**

4.2.1. Personnel, unless specifically directed to do otherwise by 944 CES/CEX through their unit schedulers do not need to bring any CBRN-DE to CBRNE Defense Survival Skills training.

4.2.2. Training CBRN-DE consists of the two-piece Joint Service Lightweight Integrated Suit Technology (JSLIST) ensemble, one pair of over boots, one pair of rubber gloves with cotton inserts. The M-50 protective mask is used for both training and real-world operational requirements. There are no "training only" masks.

4.2.3. Units must maintain and/or have access to enough training equipment to support training and exercise objectives.

4.2.4. Units must identify and mark any training equipment they possess IAW applicable Technical Orders.

4.2.5. Units who maintain a supply of CBRN-DE for Unit Training will need to be able to produce this equipment for a 10 percent spot-inspection during SAV's. Units should also conduct these inspections on their unit during self inspections.

4.2.5.1. All chemical protective masks are maintained and issued by 56 LRS. Units wishing to use masks for training and exercise purposes must coordinate with 944 LRS/LGRM.

4.3. Mask Spectacle Inserts. All 944FW military personnel who wear either glasses or contact lenses to correct their vision to 20/20 must have spectacle inserts for the protective mask.

4.3.1. Prescriptions for spectacle inserts must not exceed 1 year. It is the responsibility of the member to maintain a current prescription on file with 944FW optometry and eye exams are also the responsibility of the member.

4.3.2. Each individual is responsible for ensuring they obtain the required spectacle inserts for the protective mask. Spectacle inserts will be maintained for the M-50 protective mask and any other protective mask required to perform the member's job.

4.3.2.1. Ordering of spectacle inserts will be done through 944FW optometry. In order to obtain spectacle inserts, the member will provide optometry with a copy of their current prescription. The prescriptions MUST include pupil distance.

4.3.2.2. 944FW optometry will order the mask spectacle inserts and notify the member when the inserts are available for pick up.

4.4. Field Gear. Field gear is not considered part of the CBRN-DE, but may be issued to military personnel by their unit and/or 944 LRS/LGRM. Field gear consists of web belt, canteen, M1 canteen cap, helmet, flashlight, and may include a flak vest.

4.5. Specialized Team Equipment. Maintain specialized team equipment IAW applicable prescribing instructions.

4.5.1. EOC. Tasked organizations and members are required to maintain an EOC response kit which must include at a minimum, unit specific checklists to meet their response needs IAW 56 FW IEMP 10-2, required admin Supplies and unit specific equipment (hand-held radio, cellular phone, etc.).

4.5.2. Post Attack Reconnaissance (PAR). PAR kits are maintained by 944 CES/CEX and will be distributed by hand receipt as needed based on exercises or an increased threat.

5. Emergency Management Teams.

5.1. **Purpose.** Emergency Management teams are formed from existing base resources to support disaster and contingency operations. Specialized EM Teams include all DRF agencies.

5.2. Policy.

5.2.1. Team members will be appointed by memorandum signed by the unit commander or staff agency chief.

5.2.2. Team members will meet all requirements and will be trained IAW prescribing directives. Team duties will become the appointee's primary duty during contingencies and emergencies.

5.2.2.1. Members appointed to any and all of these agencies are required to be trained regarding wing recalls and AtHoc procedures. Training will be accomplished during the local procedures course held by the 56 CES/CEX. All members are required to update/maintain their AtHoc profiles upon assignment to DRF

5.2.3. 944 FW/CC or staff agency chiefs will ensure personnel assigned to specialized teams do not have conflicting contingency duties.

5.2.4. Team members will be replaced within 1 UTA of projected separation or retirement.

5.3. Specialized Emergency Management Teams.

5.3.1. Emergency Operations Center (EOC). The EOC is the Command and Control (C2) support element that directs, monitors, and supports the installation's actions before, during, and after an incident. The EOC coordinates operations and support requirements with the Incident Commander. Each representative directs and coordinates functional support with their UCC and advises the EOC Director.

5.3.1.1. The 56th Fighter Wing Commander, 56th Mission Support Group Commander (56 MSG/CC), or designated alternate, will determine when to recall the EOC.

5.3.1.2. When recalled, the EOC will report as directed. The primary EOC location is bldg 1365, 56 CES/CEX. The alternate location is in building S-11, Security Forces training room.

5.3.1.3. 56 FW IEMP 10-2, addresses EOC operations and taskings. During emergency response operations, the composition of the EOC may vary depending on the resources involved and the nature of the incident.

5.3.1.4. The 944 FW representative directs and coordinates functional support with the 944 WCC and advises the EOC Director.

5.3.1.5. The 944 FW is responsible for developing response checklists geared towards responsibilities of their functional area during natural disasters, major

accidents, and terrorist incidents. They will be reviewed annually and updated when necessary.

5.3.1.6. 944 FW/CC must appoint primary and alternate EOC representatives. EOC representatives must be functional experts with an intimate knowledge of all unit processes and procedures and have the authority to commit unit resources and personnel.

5.3.1.7. EOC personnel must receive unit specific procedural training and file/program access from 56 CES/CEX to accomplish all tasks required.

5.3.2. Wing Control Center (WCC). The 944 WCC is the focal point for the 944 FW to the 56 FW and all 944 FW UCCs during contingencies and exercises in which the EOC and UCCs are activated. It is the single point of contact for ICC, CAT, EOC, and 944 UCC personnel in all matters relating to 944 FW personnel and assets.

5.3.2.1. Members of the WCC will be appointed in writing by the 944FW/CC on the yearly EM report (see paragraph 1.3.4.) and trained IAW AFI 10-2501 and local UCC training requirements.

5.3.2.2. Assignment to the WCC will include at least one primary and one alternate WCC rep as well as one representative from each 944 Group to provide group level command and control. While the WCC will primarily be activated during active duty primary duty hours, enough personnel must be trained for 24 hour operations both during the normal work week and on UTA weekends.

5.3.2.3. Personnel assigned as WCC monitors must receive unit specific procedural training and file/program access from 56 CES/CEX to accomplish all tasks required.

5.3.2.4. IAW LAFBI 10-2501, 944 WCC must have the checklists listed in **Table 2.**, titled identically as they appear in the IEMP 10-2, if tasked therein.

Table 2. WCC Checklists.

| |
|---|
| Activation |
| Deactivation |
| Shift Change |
| Hazardous Materials (HAZMAT) Response Checklist |
| On-base Aircraft Accident Checklist |
| Off-base Aircraft Accident Checklist |
| Advances Aerospace Materials (Composites) Checklist |
| Nuclear Weapons Accident Checklist |
| Response Task Force (RTF) Reception Checklist |
| Nuclear Reactor Accident Checklist |
| Other Major Accidents Checklist |
| Department of Energy (DoE) Secure Holding Checklist |
| National Defense Area (NDA) Checklist |
| Major Accident Recovery Operations Checklist |
| Family Assistance Checklist |
| Natural Disaster Checklist |

| |
|---|
| Tornado Watch/Warning/All-Clear Checklist |
| Flood Checklist |
| Extreme Cold/Heat Checklist |
| Earthquake Checklist |
| Defense Support of Civil Authorities (DSCA) Checklist |
| Base Support Installation (BSI) Checklist |
| Terrorist Use of CBRNE Response Checklist |
| Suspicious Items with Suspected CBRNE Checklist |
| Shelter in Place/Evacuation Checklist |
| Active Shooter Checklist |

5.3.2.5. Log of events documented in WebEOC detailing significant events pertaining to unit accountability and readiness. If WebEOC is not available, log of events will be maintained by other means and a copy furnished to all requesting agencies.

6. EM Planning.

6.1. **Purpose.** This chapter establishes procedures and identifies responsibilities for local EM planning.

6.2. **Policy.** EM planning allows continual support to the LAFB mission by minimizing the loss of operational capability caused by major accidents, natural disasters, and terrorist use of CBRNE weapons.

6.3. **56 FW Installation Emergency Management Plan 10-2 (56 FW IEMP 10-2).** Provides comprehensive guidance for response to terrorist use of CBRN, natural disasters, and major accidents. This plan will not include program management, exercise procedures, or administrative information.

6.3.1. 56 CES/CEX is OPR for 56 FW IEMP 10-2.

6.4. **Unit IEMP Supporting Checklists.** Units must develop supporting checklists addressing their general and specific taskings identified in 56 FW IEMP 10-2. Checklists must be dated and specify who, what, when, and how to perform assigned tasks during contingency operations.

6.4.1. EOC checklists will be coordinated through 944 CES/CEX and EOC personnel and approved by 944FW/CC before being routed to 56 CES/CEX for approval.

6.4.2. WCC checklists will be coordinated through 944 CES/CEX and WCC personnel and approved by 944FW/CC before being routed to 56 CES/CEX for approval.

6.4.3. UCC checklists will be completed by each individual unit according to the prescribed requirements above. 944 CES/CEX must approve the checklists prior to Unit/CC approval and publication.

6.4.4. 944 CES/CEX will be OPR for 944 IEMP Supporting Checklists.

7. Luke AFB Installation Notification and Warning System.

7.1. Installation Notification and Warning System (INWS). The 56 FW INS consists of two automated systems: the installation Giant Voice and the Telephone Alerting System (AtHoc alerts).

7.1.1. Giant Voice activation terminals are located in building S11, Luke Consolidated CP and building 988, Alternate Command Post.

7.2. Responsibilities.

7.2.1. All Personnel are responsible for ensuring the most accurate and up to date information is input into the AtHoc system to allow for timely notification in the event of impending or occurring events.

KURT J. GALLEGOS, Colonel, USAFR
Commander, 944th Fighter Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-2, *Readiness*, 30 October 2006

AFPD 10-25, *Emergency Management (EM)*, 26 September 2007

AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, 24 January 2007

AFMAN 33-363, *Management of Records*, 1 March 2008

LUKEAFBI 10-2501, *Emergency Management Planning and Operations*, 13 October 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*;

Abbreviations and Acronyms

ACES—Automated Civil Engineer System

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ART—Air Reserve Technician

BEPO—Base Emergency Preparedness Orientation

C2—Command and Control

CAT—Crisis Action Team

CBRN—Chemical, Biological, Radiological, Nuclear

CBRN-DE—Chemical, Biological, Radiological, Nuclear and high-yield Explosive Defense Equipment

COB—Close of Business

CONOPS—Concept of Operations

DRF—Disaster Response Force

ECC—Emergency Communications Center

EM—Emergency Management

EMWG—Emergency Management Working Group
EOC—Emergency Operations Center
HAZMAT—Hazardous Materials
HVAC—Heating, Ventilation, and Air Conditioning
IAW—In Accordance With
ICC—Installation Command Center
IEMP—Installation Emergency Management Plan
INWS—Installation Notification and Warning System
JSLIST—Joint Service Lightweight Integrated Suit Technology
LAN—Local Area Network
MGRS—Military Grid Reference System
MICT—Management Internal Control Toolset
MSG—Mission Support Group
NDA—National Defense Area
NLT—No Later Than
OG—Operations Group
OPR—Office of Primary Responsibility
PAR—Post Attack Reconnaissance
RAV—Readiness Assessment Visit
UCC—Unit Control Centers
UTA—Unit Training Assembly
RDS—Records Disposition Schedule
RMO—Range Management Office
RTF—Response Task Force
SAV—Staff Assistance Visit
SIP—Shelter-in-Place
TQT—Task Qualification Training
WCC—Wing Control Center
WMD—Weapons of Mass Destruction

Attachment 2**UNIT EM PROGRAM FOLDER FORMAT**

A2.1. The following is a prescribed index for the Unit EM program folder.

A2.1.1. : Administration

- A2.1.1.1. Quarterly Reports
- A2.1.1.2. Documentation of EM Rep Training (ADLS training certificate)
- A2.1.1.3. EM Rep Meeting power point/minutes
- A2.1.1.4. Policy Memorandums
- A2.1.1.5. Commander's briefing MFR

A2.1.2. : Planning

- A2.1.2.1. AFI 10-2501
- A2.1.2.2. AFI 10-2501 AFRC Sup
- A2.1.2.3. LAFBI 10-2501
- A2.1.2.4. 944FWI 10-2501
- A2.1.2.5. 56 FW IEMP 10-2
- A2.1.2.6. Unit applicable EM Instructions
- A2.1.2.7. Commander's checklist approval MFR
- A2.1.2.8. **Note:** UCC Checklists should be kept in UCC binder

A2.1.3. : Unit Self-Assessment

- A2.1.3.1. Unit EM program self-inspections results and documentation (last two and email sending it to EM flight)
- A2.1.3.2. Last 2 SAV reports (2 years' worth)
- A2.1.3.3. EM Flight Completed SAV Report
- A2.1.3.4. Unit response w/email to EM Flight

A2.1.4. : Training

- A2.1.4.1. Scheduling correspondence (emails)
- A2.1.4.2. 944 CES/CEX Training Schedule
- A2.1.4.3. Copies of Training Rosters
- A2.1.4.4. **(Cross-reference for automated documentation)**
- A2.1.4.5. UCC member training certificates

A2.1.5. : Information Program

- A2.1.5.1. EM newsletters and handouts

A2.1.5.2. Copy of Email sending newsletter to unit

A2.1.5.3. EM items of interest memorandums

A2.1.6. SECTION VI: Miscellaneous